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OSA-4086-63

14 AUG 1963

MEMORANDUM FOR: All Branchs, Staffs and Divisions, OSA

SUBJECT : Tasks Levied on OSA by External CIA Offices

1. Since the Agency has adopted a stringent hold-the-line policy to increases in funds and people, our Fiscal Year 1964 CIA Overhead has been reduced to a point where we feel that the money now available will not last us the year out. In order to build our case for the eventuality of seeking additional funds from the Director, the Office of the DD/S&T has commissioned us to document a record with those instances where tasks have been levied upon OSA by offices external to OSA, and in particular, those tasks assigned by the Office of the Director.

2. In order to record these tasks and the time involved in their pursuit by OSA personnel, it is requested that the attached format be completed in each instance and forwarded to the Programs Staff for recording. It would be appropriate in the remarks line of the attached form to indicate the urgency of the task and deadline, if any.

(Signed) Jack C. Ledford

JACK C. LEDFORD
Colonel, USAF
Assistant Director
(Special Activities)

Attachment
As stated

Distribution:

- 1 copy - Each Branch, Staff & Division, OSA
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